

# ACADEMIC PROCEDURES AND REGULATIONS: FACULTY LOAD, APPOINTMENTS AND COMPENSATION

## I. Faculty Load

### A. Academic Year

During the academic year faculty are expected to carry a load *equivalent* to 24 semester hours of teaching credits generated from courses derived from the general fund. This load assumes the faculty member engages in scholarship as well as service in accordance with the university promotion and tenure guidelines. Courses funded outside of the general fund (e.g. continuing education) may not be used as part of the normal faculty teaching load. Chairs, with the approval of the dean, may reassign faculty to engage in scholarship, administrative duties or engaged service. However, deans and chairs must assure that individual faculty teaching loads results in the expected student credit hour production for each departmental unit.

### B. Summer Term

Teaching assignments are voluntary and not guaranteed for the summer sessions, and the need and opportunity for teaching assignments vary among the colleges. The summer is divided into a 2 week mini-session, and two five week session—courses may be scheduled over 10 weeks over the two five week sessions. The maximum load for summer shall be 12 credits. Deans may approve an additional 3 credit course when no other faculty member is available to teach the class and in the estimation of the dean the over all quality of instruction will not suffer. Requests for exceptions beyond 15 hours are rarely considered and must be sent to the provost for evaluation..

## II. Appointments and Compensation

### A. Full-Time Faculty

#### 1. Definition

Full-time faculty hold an academic year appointment, receive full benefits and teach the equivalent of 24 credits in the academic year. They may be hired on either a tenure track or non-tenure appointment.

#### 2. Compensation

##### a. Regular Pay

Full time faculty employees are paid according to the university's compensation practices. Individual salaries are based upon both individual merit and disciplinary market conditions. The university uses CUPA and AAUP data as guidelines to set salary using a norm group of faculty from comprehensive universities having similar budgets within the same geographical region. In addition, disciplines may use professional norms

to establish pay ranges (e.g. AACSB). . [Note: Salaries from business and industry are not considered.]

## **b. Courses Taught Outside of Load through Distance Learning, Summer School and On-Line Bridge Program**

Faculty are compensated on a per credit hour basis for all courses taught outside of their normal load using the scale below. Faculty should check with Educational Outreach to obtain more detailed guidelines on compensation and enrollment requirements including minimum enrollment levels, enrollment caps, and compensation for excess enrollment.

Instructor	\$900
Assistant Professor	\$1,000
Associate Professor	\$1,125
Full Professor	\$1,250
Visiting Professor	Variable (See Educational Outreach)
Emeritus Professor	Variable (See Educational Outreach)

When market conditions demand, deans may increase the credit hour rate to an additional \$500 per credit hour, excluding retired faculty, for whom the rate is \$350 per credit.

However, deans may not pass these costs on to the Provost or Educational Outreach. When faculty teach very large sections (e.g. 150 students), deans may pay a rate consistent with the load factors stated in the faculty guide.

## **3. Tenure Track (See the Faculty Handbook, section 4.0)**

## **4. Non-Tenure Track**

Full-time non-tenure track appointments are most often made at the rank of lecturer, instructor, but may also include advanced ranks. In addition, qualified visiting professors may be offered a rank commensurate with their qualifications. Each of these appointments is for a definite term without the expectation of continuation. The parameters for each of these appointments are described below.

### **A. Lecturer**

Lecturers are hired for the sole purpose of teaching 12 hours in a semester and are paid at 75% of the lower limit of the instructor base salary range on the new faculty compensation model. Calculation of salary for a lecturer:

▶ lower limit of instructor range / 24 \* .75 \* sem. hours

### **B. Instructor**

Instructors are hired to teach 12 hours in a semester and perform other departmental service duties such as curriculum development and student advisement. Instructors are paid according to the faculty compensation model.

Calculation of salary for an instructor:

▶ lower limit of instructor range / 24 \* sem. hours

### **C. Fixed Term Position with the rank of Assistant, Associate or Full-Professor**

Departments may offer fixed term positions at the rank of assistant, associate or full-professor depending upon the qualifications of the candidate. Rank designations for fixed term positions are equivalent to tenure track positions and require the same qualifications. Fixed term positions may span a term of semester, academic year, or multiple years, the length of term being specified in the contract to the faculty member.

### **D. Visiting Professor**

A visiting professor is the designation given to an individual who occupies a permanent tenure track line while it is vacant. It is a full-time, non-tenure track appointment a semester or academic year that may be at any rank, instructor through full professor depending on qualifications of the individual. The job duties are left open to allow chairs and deans the flexibility to hire individuals to serve unique needs or to take advantage of unusual opportunities. Therefore, faculty may be hired solely to teach, conduct research or any combination of the two. Visiting professors are paid according to the faculty compensation model.

The university may host exchange professors from partner institutions abroad. These exchanges are coordinated by the academic department and the International Office, and may be for a short term (one to three weeks) or for a semester or year. Typically these professors are provided housing through the International Office, but do not receive additional compensation or benefits paid by the University.

### **C. Part-Time Faculty**

Part-time faculty teach less than the equivalent of 24 credits in an academic year. They may be hired on a semester or academic year basis and hold the title of visiting instructor. Although visiting instructors are typically individuals outside the university with some particular expertise, the category also includes exempt employees and retired faculty. When exempt employees serve as visiting instructors, they must teach the course outside their regular working hours or use vacation time. [It is not permissible to hire SPA employees to teach courses due to federal guidelines stating overtime must be paid in addition to payment for the course.]

Part-time faculty are paid per credit hour according to the following scale:

#### **1. Part-time Faculty**

Doctoral degree or equivalent	\$1,000
-------------------------------	---------

Master's degree or Specialist \$900

## 2. Retired Faculty

Doctoral degree or equivalent \$1,600

Master's degree or Specialist \$1,350

When market conditions demand, deans may increase the credit hour rate to an additional \$500 per credit hour, excluding retired faculty, for whom the rate is \$350 per credit.

However, deans may not pass these costs on to the Provost or Educational Outreach. When faculty teach very large sections (e.g. 150 students), deans may pay a rate consistent with the load factors stated in the faculty guide.

## 3. Adjunct Faculty (Unpaid)

Adjunct appointments to the faculty may be made to individuals who provide ancillary services to the University's instructional program but who are not regular employees of Western Carolina University. Ordinarily, such individuals are employed and paid directly by another institution or agency with which Western Carolina University maintains an affiliation for purposes related to the instructional program of one or more departments. See University Policy #6.

## III. Overloads for Full-Time Faculty

Since faculty have scholarship and service responsibilities as well as their teaching assignments, overloads should be assigned and entered into carefully so that faculty do not become over extended and can meet their regular responsibilities. Departments should cover classes that exceed the capacity of the full-time faculty with part-time faculty when possible.

The Provost's Office distinguishes between two types of overload: those funded out of the general fund and those funded through self supported revenue courses through Educational Outreach. Regardless of type, faculty may teach a maximum of one course overload (3 credits) per semester with the approval of the dean. Overloads funded via Educational Outreach may be taught by faculty at their election with the chair's and dean's concurrence. However, overloads funded via general funds shall only be authorized by the dean when it is impossible or impractical to hire part-time faculty because of last minute staffing problems due to emergencies or unexpected high enrollment. Deans shall notify the Provost's Office whenever they approve an overload funded by the general fund. The notification should include a brief explanation consistent with this policy. Double overloads will only be approved in the rarest circumstances. They, and other exceptions to this policy, must be approved in advance by the Provost.

Formula for calculating overloads:

- ▶ **Full-time faculty:** Acad year salary / 24 \* .5 \* sem. hours
- ▶ **Librarians:** Annual salary / 12 \* 9 = 9-month salary  
9-month salary / 24 \* .5 \* sem. hours